

From: [Sivak, Michael](#)
To: [Mitchell, Tanya](#)
Subject: RE: Schedule Change this week
Date: Tuesday, May 05, 2015 3:32:00 PM

Yeah, I know that...I guess I wasn't thinking of your request to work 2 partial days AWL as your one day split into two. I was looking at it as two days.

Sorry! I didn't mean to create a fuss.

Michael Sivak
212.637.4310

From: Mitchell, Tanya
Sent: Tuesday, May 05, 2015 3:18 PM
To: Sivak, Michael
Subject: RE: Schedule Change this week

I thought you were allowed to move your AWL day and add additional AWL if approved, which is not episodic. Now we now.

From: Sivak, Michael
Sent: Tuesday, May 05, 2015 3:16 PM
To: Mitchell, Tanya
Subject: RE: Schedule Change this week

My understanding is that any day that is not part of your normal schedule is episodic. If you are aware of some interpretation that's different, please let me know.

Michael Sivak
212.637.4310

From: Mitchell, Tanya
Sent: Tuesday, May 05, 2015 2:00 PM
To: Sivak, Michael
Subject: RE: Schedule Change this week

Michael,

If I split my AWL day is it episodic?

1) 14 Wisteria Court Piscataway NJ, 908 917-2128

2) 5/6/15

3) Review Addendum 1 to Data Gaps SAP document and other reports in Support of Rolling Knolls Superfund site

Please let me know if you need any additional information.

**Thanks,
Tanya**

From: Sivak, Michael
Sent: Tuesday, May 05, 2015 1:03 PM
To: Mitchell, Tanya
Subject: RE: Schedule Change this week

Tanya,

Can you please clarify the address and what you'll be working on for the episodic AWL request for Wednesday? Thank you!

Michael Sivak
212.637.4310

From: Mitchell, Tanya

Sent: Tuesday, May 05, 2015 6:41 AM

To: Sivak, Michael

Subject: Schedule Change this week

Hi Michael,

Please excuse the timeliness of the request for a schedule change for this week. I would like to leave a little early this afternoon. Wednesday and Thursday morning I would like to work AWL in the morning and leave in the afternoon.

Please let me know if you have any concerns.

Thanks,

Tanya